

APPENDIX Z**INTERNATIONAL HANDCARRIAGE OF CLASSIFIED DOCUMENTS,
EQUIPMENT AND/OR COMPONENTS BY VISITORS****MULTINATIONAL INDUSTRIAL SECURITY WORKING GROUP****MISWG Document No.17****(Amended 1 October 2010)****11 May 1997****INTERNATIONAL HANDCARRIAGE OF CLASSIFIED DOCUMENTS, EQUIPMENT
AND/OR COMPONENTS BY VISITORS**

1. MISWG Document No. 1, dated 11 October 1991, as amended 25 June 1993, establishes a scheme for the international hand carriage of classified documents, equipment and/or components directly among companies involved in a Multinational Cooperative Programme.
2. On a bilateral basis, similar schemes have been implemented in case of international classified contracts.
3. Experience has proven that occasions arise when an urgent need to transfer classified documents, equipment and/or components could be met by individuals who are at the despatching facility for other purposes, that is, on a visit, loan, or for a conference, etc. Those individuals, although not specifically appointed as Couriers, could be utilised for hand carriage. However, visitors who are acting as Couriers must be employees of the receiving company or government organization which is also directly involved in the project/contract to which to hand carried material relates.
4. The hand carriage may be allowed subject to the following conditions:
 - a) The visitor must be inserted in a visit request (recurring, one-time or emergency), duly approved by the parent NSA/DSA of the despatching company.
 - b) Before granting exceptional approval for the visitor to hand-carry classified material, the NSA/DSA of the despatching company must be satisfied that an urgent need exists. Should the NSA/DSA decide, for whatever reason, that the hand carriage by a visitor is not acceptable, it may be refused. If the hand carriage is approved, the NSA/DSA of the despatching company must notify the NSA/DSA of the receiving company immediately by telephone or fax.
 - c) The Security Officer of the despatching company will fully brief the visitor on his courier responsibilities and provide a courier certificate. The Security Officer of the receiving company will then be responsible for returning the courier certificate to the issuing company.

- d) If both NSAs/DSAs agree to use the procedure, the NSA/DSA of the receiving company will accept full responsibility, in every respect, for the visitor acting as a courier, for the entire journey, from the time of the departure from the despatching company until arrival at the receiving company or government organisation.

ATTACHMENT

FM: (NSA/DSA of the Visitor)

TO: (NSA/DSA of the despatching Company)

SUBJECT: Issue of Courier Certificate to _____(Country)_____Citizen

1. You are kindly requested to issue a courier certificate in respect of the following individual:

- Name
- DPOB
- Pass. Number
- Security Clearance

2. The reason is the hand carriage of
(docs./components)_____

classified _____

from _____

to _____

related to (subject) _____

within the framework of (contract/bid/program)_____

3. Mr./Mrs./Ms. _____, an employee of _____
(name, address of company) _____,

Is on a visit to _____ name, address of company _____,
and can act as a courier on behalf of his company;

4. The receiving NSA/DSA has the responsibility for returning the courier certificate on completion of the mission.